

PERSONNEL BOARD  
Trustee's Room at the Library  
Monday, October 5, 2015 @ 7:30 PM

Present: Chairman D. Kearns, S. Crown, E. Richter, the Town Administrator, and the Asst. Town Administrator.

Topic	Discussion	Action										
Meeting Minutes:	<p>The minutes of the 9/23/15 Personnel Board Meeting were reviewed. D. Kearns abstained from discussing as he was not present on 9/23/15.</p> <p>Edits: S. Crown’s comment should be corrected to read “supervisors need to provide more detail to substantiate their ratings; rationale for exceptional performance and exceeds, in particular, needs to be clarified. It was suggested to take out comments, it was noted that last year we removed them and just made a general statement about the number of evaluations reviewed. On the Manager Form, for next year, four scores are needed.</p> <p>E. Richter suggested under new business, the 3rd paragraph, change the last sentence to say “the evaluation should reflect the employee’s performance objectively from their and the supervisor’s perspective”. It was noted that several evaluations were incomplete and that ratings were not consistent with comments. These evaluations were sent back to managers for reevaluation.</p>											
Old Business	<table><tr><td>Employee Compensation Report</td><td>Deferred</td></tr><tr><td>Personnel Regulations Reorganization</td><td>Deferred</td></tr><tr><td>Article 13 – Paid Sick Time</td><td>Deferred</td></tr><tr><td>Paid Time Off &amp; Benefits Survey</td><td>Deferred</td></tr><tr><td>Personnel Board Member Recruitment</td><td>Deferred</td></tr></table>	Employee Compensation Report	Deferred	Personnel Regulations Reorganization	Deferred	Article 13 – Paid Sick Time	Deferred	Paid Time Off & Benefits Survey	Deferred	Personnel Board Member Recruitment	Deferred	
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New Business	<p>Compensation Review Request</p> <p>Conservation Agent: M. Vieira said he believes the position is currently being underpaid. He said the Asst. Assessor is an internal comparable position. There is a significant lower level of salary for the agent, at \$46,415. It is also lower than other communities; \$55,450 is comparable to other communities. It is M. Vieira’s recommendation to increase the salary to \$55,000 and leave the job in the current grade. This is a full time position. This recommendation will go to the Board of Selectmen for approval.</p> <p>E. Richter questioned if similar positions in other communities are covered by a bargaining unit; the Conservation Agent in Newburyport is in a bargaining unit. E. Richter questioned whether the request for a</p>	<p>D. Kearns moved to adjust the salary for the Conservation agent to \$55,000 pending it being administratively feasible, seconded by E. Richter, Vote: 3-0.</p>										

	<p>salary adjustment would set a precedent. L. Sanders said we have received these types of requests in the past, it doesn't set a precedent.</p> <p>E. Richter suggested that the date be added to the document detailing the substantiation for the rate increase as well as who performed the work. He said by adding this information, whenever this form is reviewed in the future, it would be clear when the work was done and by whom.</p> <p>D Kearns moved to enter Executive Session under MGL. c. 30A, § 21(a)(7) to comply with MGL. c. 4, § 7, G.L. c.214, § 1B, and G.L. c. 30A, § 22, S. Crown seconded, Roll Call Vote: Chairman Kearns – aye, S. Crown – aye, E. Richter – aye, all in favor.</p> <p>Next Meetings: Monday, October 12, 2015, Columbus Day at 7:30 pm, Conference Room A in Town Hall, the board will meet in Executive Session to continue the discussion of Performance Evaluations</p> <p>Next regular meeting: Monday, 11/2/15 at 7:30pm</p> <p>9:15pm: S. Crown moved to adjourn, E. Richter seconded, Vote: 3-0.</p>	
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Next regular meeting: Monday, 11/2/15 at 7:30pm